

TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
PROJECT MANAGER INTERMEDIATE
Supporting the Health & Social Services Domain

Job Summary: The Project Manager Intermediate position reports directly to the IT Director in the Project Management Office (PMO), STS Health and Social Services Domain, supporting the Department of Health.

Responsibilities:

- Responsible for effective project kickoff, identification of all project stakeholders, defining and clarifying project roles and responsibilities, producing a communication plan and publishing the implementation plan. Works with all stakeholders to identify and confirm resource availability throughout the project lifecycle.
- Schedules steering committee meetings and documents the meetings. Conducts regular project reviews and accurately communicates the status of projects in both formal and informal settings throughout project lifecycle.
- Uses MS Project to build detailed, effort-driven project schedules. Detailed tasks include developing/managing/maintaining comprehensive, accurate project plans and schedules, project cost, as well as performing estimation, forecasting, planning, analysis, issue/risk/change management, escalation management, and meeting facilitation.
- Builds and maintains relationships with Department of Health Leadership/project sponsors, channel leads, product owners, technical team leads, technical and non-technical teams.

Minimum Qualifications: Graduation from an accredited college or university with a bachelor's degree and two years of professional level experience in any one of the following areas: (1) systematic analysis of overall work processes for business or information systems, or (2) project management. Relevant professional information technology experience may be substituted for the required degree.

- Strong understanding of computer technologies
- Ability to anticipate, identify and overcome the technical risks involved with software product development
- Strong interpersonal skills
- Strong leadership and communication skills
- Agile/Scrum project experience
- Strong understanding of SharePoint 2013 and PlanView Management System
- Exceptional skills at report writing and making technical presentations

Knowledge, Skills, Abilities, Competencies:

- Decision Quality
- Customer Focus
- Drive for Results
- Monitoring and Controlling Resources
- Organizing, Planning and Prioritizing Work
- Analyzing Data or Information

The State of TN is an Equal Opportunity Employer.

Resumes should be submitted via email to EIT.Resumes@tn.gov

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Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.